



CORR-FIELD OFFICER I

CHARACTERISTICS OF WORK:

This is entry-level professional work involving the supervision of probation, parolees, and MDOC inmates. Work includes making arrests of offenders, making referrals, and attending court. Work involves the development and initiation of planned casework services to offenders, and the marshaling of public and private social services which may benefit and reintegrate the offender into the community. Work is performed within an assigned jurisdiction under the supervision of an administrative superior.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS

Education:

A Bachelor's Degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field;

AND

Experience:

One (1) year of experience in work related to the above described duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Five (5) years of experience in work related to the above described duties.

Note: In all cases, the applicant must have successfully completed the Mississippi Law Enforcement Officers Training Program as mandated by Mississippi Code Annotated, 1972, Section 47-7-9 (b) as amended. Applicants/Employees who possess a valid certificate of completion from the Mississippi Board on Law Enforcement Officers Standards and Training may not be required to attend the aforementioned training program.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

Required Documents:

Must possess a valid MS Driver's License, or a valid Driver's License from a contiguous state.

PHYSICAL REQUIREMENTS

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Taste/Smell: Ability to use the sense of smell to recognize and distinguish odors. Ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Competencies: The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES

Integrity and Honesty: Models and demonstrates high standards of integrity, trust, openness and respect for others. Demonstrates a sense of responsibility and commitment to the public trust through statements and actions. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Conscientiously abides by the rules, regulations and procedures governing work. Exhibits a strong work ethic by being productive, diligent, conscientious, timely, and loyal.

Service Orientation: Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Demonstrates a commitment to quality public service through statements and actions.

Accountability: Is productive and carries fair share of the workload. Accepts responsibility for actions and results. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Maintains a positive attitude. Effectively manages emotions and impulses. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy and concern; develops and maintains relationships. Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations. Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES

Communication: Sharing information in writing or verbally.

Interviews sources in a clear and sensitive manner to gain relevant information. Maintains control of interview. Conveys a positive desire to be of assistance in all situations using proper judgment to temper empathy for member problems with consistent support of DOC stated and unstated goals and policies. Participates effectively in meetings, seminars, and training sessions. Concisely and correctly answers questions for public and agency personnel regarding relevant matters. Appropriately documents problems and other relevant matters using tools such as: notes, letters, e-mails, reports, memorandums, etc. Effectively represents DOC at various conventions and meetings in a professional manner. Communicates information in a courteous manner without invoking anger. Provides effective testimony in court. Prepares accurate and complete reports. Organizes information clearly. Includes elements necessary for revocation and departmental review. Supports conclusions and recommendations. Uses correct spelling and grammar. Submits reports on time. Possesses good listening skills.

Supervision, Monitoring, and the Enforcement of Offender and Offender Programs: Supervises the behavior and monitors the work of offenders and related programs.

Maintains discipline and order according to guidelines. Follows procedures and reports incidents and potential hazards. Monitors offender activities. Uses appropriate disciplinary action for situation. Complies with use of force policies. Practices officer safety techniques in making arrests

Report writing and Record Keeping: Maintains adequate records of all cases under supervision. Investigates and prepares accurate and complete reports. Organizes information clearly. Includes elements necessary for revocation and departmental review. Supports conclusions and recommendations. Uses correct spelling and grammar. Submits reports on time

Job Knowledge: Information acquired through work and life experiences, learning situations and formal education that enables an individual to perform from an informed perspective. Knowledge of relevant laws and agency policies, procedures and regulations. Knowledge of rehabilitation, community resources, and social readjustment. Knowledge of relevant cultural, religious and spiritual beliefs systems. Knowledge of public health issues and risk factors. Knowledge of human behavior.

Interviewing, Interrogation, and Investigation: Acquiring accurate information through various techniques and methods.

Maintains control of interview. Obtains pertinent and accurate information. Asks probing questions relevant to the position. Adjusts tactics to fit situation. Shows fairness and objectivity.

Technology: Proficiency with computers and software applicable to position.

Diplomacy: Prioritizes work effectively and explains to others priorities.

Recognizes the effects of decisions on others. Exhibits the ability to handle multiple issues and projects concurrently.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides intensive supervision and casework services to probationers, parolees, and inmates.
2. Enforces probation and parole agreements set forth by the Circuit Court and Parole Board.
3. Processes offenders from the court into the Department of Corrections.
4. Conducts pre-sentence investigations.
5. Compiles data for monthly reports.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Maintains regular contact through home visits as well as office visits with offenders and their employers, families, and others to determine degree of adjustment.

Collects supervision fees from offenders.

Monitors the progress of offenders placed in community-based programs administered by the department and/or the Court.

Conducts drug screenings and makes referrals.

Enforces court imposed and/or parole imposed conditions, including making arrests.

Collects and reviews sentencing orders to ensure verification.

Creates a working file for all new offenders.

Interviews defendants awaiting disposition in the State's Circuit Courts.

Makes residence plan investigations to assist the Department of Corrections and Parole Board.

Prepares pre-sentence reports for presentation to the courts.

Maintains records of all cases under supervision and prepares reports as required.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.